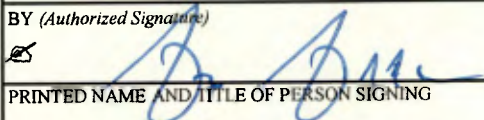
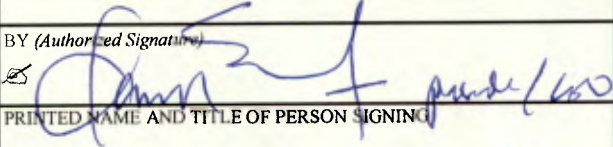


STANDARD AMENDMENT COVERSHEET (rev 07-10-14)

MASTER AGREEMENT NUMBER 1027013	AMENDMENT NUMBER 3
	FEDERAL EMPLOYER ID NUMBER 13-1963314


1. All capitalized terms not defined in this amendment (the "Amendment") have the meanings given to them in the Master Agreement referenced above. In the Master Agreement, the term "Contractor" refers to **TemPositions, Inc., dba The TemPositions Group of Companies** and the term "AOC" or "Judicial Council" refers to the **Judicial Council of California**.
2. Title of the Agreement: **TEMPORARY STAFFING SERVICES**
3. This Amendment becomes effective on **June 24, 2015**.
4. The parties agree to amend the Master Agreement as follows:
 - A. The purpose of this Amendment is to: (i) Exercise Second Option Term; (ii) Add new classification for Management Consultant; and (iii) Update travel reimbursement rates for meals and lodging.
 - B. The Judicial Council hereby exercises its option to extend this Master Agreement for the Second Option Term period beginning June 24, 2015 and ending June 23, 2016.
 - C. Exhibit B SPECIAL PROVISIONS; paragraph PP, Travel Expense(s), is hereby deleted in its entirety and replaced with the revised paragraph PP, Travel Expense(s), attached hereto and incorporated herewith referencing updated travel reimbursement rates for meals and lodging.
 - D. Exhibit D, Schedule 1, Salary Rates Schedule, Revision No. 1, is hereby deleted in its entirety and replaced with Exhibit D, Schedule 1, Salary Rates Schedule, Revision No.2, attached hereto and incorporated herewith.
 - E. Exhibit D, Schedule 3, Billing Rates Schedule including Contractor Mark-up and Salary Rates, Revision No. 1, is hereby deleted in its entirety and replaced with Exhibit D, Schedule 3, Billing Rates Schedule including Contractor Mark-up and Salary Rates, Revision No. 2, attached hereto and incorporated herewith.
 - F. Exhibit D, Schedule 5, Billing Rates Schedule including JBE Referral Mark-up and Salary Rates, Revision No. 1, is hereby deleted in its entirety and replaced with Exhibit D, Schedule 5, Billing Rates Schedule including JBE Referral Mark-up and Salary Rates, Revision No. 2, attached hereto and incorporated herewith.
 - G. Exhibit F, Classifications, Revision No. 1 is hereby deleted in its entirety and replaced with Exhibit F, Classifications, Revision No. 2, attached hereto and incorporated herewith.
 - H. The expiration date of the Agreement is hereby changed from June 23, 2015 to June 23, 2016.
5. Except as provided in this Amendment, all terms and conditions of the original Agreement (as previously amended, if applicable) remain in full force and effect.

JUDICIAL COUNCIL'S SIGNATURE	CONTRACTOR'S SIGNATURE
Judicial Council of California	CONTRACTOR'S NAME (If Contractor is not an individual person, state whether Contractor is a corporation, partnership, etc.) TemPositions, Inc., dba The TemPositions Group of Companies
BY (Authorized Signature) 	BY (Authorized Signature) 
PRINTED NAME AND TITLE OF PERSON SIGNING Stephen Saddler Manager, Business Services	PRINTED NAME AND TITLE OF PERSON SIGNING James A. Essery President / CEO
DATE EXECUTED 6/16/15	DATE EXECUTED 6/12/2015
ADDRESS Attn: Finance Business Services 455 Golden Gate Avenue, 6th Floor San Francisco, CA 94102	ADDRESS Attn: Elizabeth Truitt-Beam, General Manager 140 Geary Street, 4th Floor San Francisco, CA 94108

Judicial Council of California's Use Only

Agreement Number	1027013
Order/Amendment Number	3
Tracking Number	4
Requisition Number(s)	N/A
Contractor Name	TEMPOSITIONS, INC.

Agreement Funding Summary:

Item	Chapter	Statute	Fiscal Year	Program/ Category	Fund Title	Amount
0250-001-0001	21	2012	2012 - 2013	30/Judicial Council	General Fund	0.00
0250-001-0001	20	2013	2013 - 2014	30/Judicial Council	General Fund	0.00
0250-001-0001	25	2014	2014 - 2015	30/Judicial Council	General Fund	0.00
Amount Encumbered by this Document:				Prior Amount Encumbered for this Contract:		Total Amount Encumbered to Date:
\$0.00				\$0.00		\$ 0.00
I hereby certify upon my own personal knowledge that budgeted funds are available for the period of the expenditure stated above.						
SIGNATURE OF ACCOUNTING OFFICER					DATE	
					6/24/15	

Agreement Funding Details:

Line & Dist.	Fund Title	Program/ Category	Item	Chapter	Statute	Fiscal Year	Object of Expenditure	Amount
1-1	General Fund	30/Judicial Council	0250-001-0001	21	2012	2012 - 2013	0001-12081001-0213-00-12-0000	0.00
2-1	General Fund	30/Judicial Council	0250-001-0001	20	2013	2013 - 2014	0001-12081001-0213-00-13-0000	0.00
3-1	General Fund	30/Judicial Council	0250-001-0001	25	2014	2014 - 2015	0001-12081001-0213-00-14-0000	0.00

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

EXHIBIT D
SCHEDULE 1
SALARY RATES SCHEDULE
REVISION NO. 2

<i>No.</i>	<i>Position Title</i>	<i>Rates – Initial Term</i>	<i>Rates – 1st Option Term</i>	<i>Rates – 2nd Option Term</i>
1	Administrative Assistant I	\$17.00	\$17.00	\$17.60
2	Administrative Assistant II	\$21.05	\$21.05	\$21.79
3	Administrative Assistant III	\$25.75	\$25.75	\$26.65
4	Administrative Assistant IV	\$30.25	\$30.25	\$31.31
5	Office Clerk I	\$15.00	\$15.00	\$15.53
6	Office Clerk II	\$16.25	\$16.25	\$16.82
7	Office Clerk III	\$19.75	\$19.75	\$20.44
8	Data Entry Technician	\$14.50	\$14.50	\$15.01
9	Accounting Clerk I	\$16.35	\$16.35	\$16.92
10	Accounting Clerk II	\$19.40	\$19.40	\$20.08
11	Accounting Clerk III	\$22.45	\$22.45	\$23.24
12	Accountant I	\$23.00	\$23.00	\$23.81
13	Accountant II	\$25.15	\$25.15	\$25.90
14	Accountant III	\$34.00	\$34.00	\$35.02
15	Contract Specialist I	\$29.33	\$29.33	\$30.21
16	Contract Specialist II	\$30.25	\$30.25	\$31.16
17	Contract Specialist III	\$38.55	\$38.55	\$39.71
18	Paralegal I	\$22.15	\$22.15	\$22.81
19	Paralegal II	\$28.25	\$28.25	\$29.10

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

<i>No.</i>	<i>Position Title</i>	<i>Rates – Initial Term</i>	<i>Rates – 1st Option Term</i>	<i>Rates – 2nd Option Term</i>
20	Paralegal III	\$32.50	\$32.50	\$33.48
21	Attorney I	\$44.50	\$44.50	\$45.84
22	Attorney II	\$60.50	\$60.50	\$62.32
23	Attorney III	\$79.00	\$79.00	\$81.37
24	Labor and Employee Relations Analyst I	\$42.50	\$42.50	\$43.78
25	Labor and Employee Relations Analyst II	\$61.00	\$61.00	\$62.83
26	Analyst I	\$29.50	\$29.50	\$30.39
27	Analyst II	\$35.00	\$35.00	\$36.05
28	Analyst III	\$43.00	\$44.08	\$45.40
29	Research Technician	\$29.00	\$29.00	\$29.87
30	Telecommunications Technician	\$27.00	\$27.68	\$28.51
31	Library Technician	\$21.00	\$21.00	\$21.63
32	Assistant Librarian	\$26.25	\$26.25	\$27.04
33	Editor	\$28.00	\$28.00	\$28.84
34	Graphic Designer	\$26.15	\$26.15	\$26.93
35	Web Content Strategist	\$62.00	\$63.55	\$65.46
36	Facilities Administrator I	\$27.50	\$27.50	\$28.33
37	Facilities Administrator II	\$35.00	\$35.00	\$36.05
38	AV Systems Design Engineer I	\$40.00	\$41.00	\$42.23
39	AV Systems Design Engineer II	\$53.50	\$54.84	\$56.48

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

<i>No.</i>	<i>Position Title</i>	<i>Rates – Initial Term</i>	<i>Rates – 1st Option Term</i>	<i>Rates – 2nd Option Term</i>
40	AV Systems Design Engineer III	\$70.00	\$71.75	\$73.90
41	Analyst IV	\$65.00	\$66.63	\$68.63
42	Systems Technician I	\$23.00	\$23.58	\$24.28
43	Systems Technician II	\$35.00	\$35.88	\$36.95
44	Help Desk Assistant	\$20.00	\$20.50	\$21.12
45	General Maintenance Technician	\$19.50	\$19.50	\$20.09
46	<i>Management Consultant [New]</i>	<i>N/A</i>	<i>N/A</i>	<i>\$100.00</i>

END OF SCHEDULE

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

EXHIBIT D
SCHEDULE 3
BILLING RATES SCHEDULE INCLUDING CONTRACTOR MARK-UP AND SALARY
RATES
REVISION NO. 2

<i>No.</i>	<i>Position Title</i>	<i>Rates – Initial Term</i>	<i>Rates – 1st Option Term</i>	<i>Rates – 2nd Option Term</i>
1	Administrative Assistant I	\$23.97	\$24.06	\$24.99
2	Administrative Assistant II	\$29.68	\$29.79	\$30.94
3	Administrative Assistant III	\$36.31	\$36.44	\$37.84
4	Administrative Assistant IV	\$42.65	\$42.80	\$44.46
5	Office Clerk I	\$21.15	\$21.23	\$22.05
6	Office Clerk II	\$22.91	\$22.99	\$23.88
7	Office Clerk III	\$27.85	\$27.95	\$29.02
8	Data Entry Technician	\$20.45	\$20.52	\$21.31
9	Accounting Clerk I	\$23.05	\$23.14	\$24.03
10	Accounting Clerk II	\$27.35	\$27.45	\$28.51
11	Accounting Clerk III	\$31.65	\$31.77	\$33.00
12	Accountant I	\$32.43	\$32.55	\$33.81
13	Accountant II	\$35.46	\$35.59	\$36.78
14	Accountant III	\$47.94	\$48.11	\$49.73
15	Contract Specialist I	\$41.36	\$41.50	\$42.90
16	Contract Specialist II	\$42.65	\$42.80	\$44.25
17	Contract Specialist III	\$54.36	\$54.55	\$56.39
18	Paralegal I	\$31.23	\$31.34	\$32.39

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

<i>No.</i>	<i>Position Title</i>	<i>Rates – Initial Term</i>	<i>Rates – 1st Option Term</i>	<i>Rates – 2nd Option Term</i>
19	Paralegal II	\$39.83	\$39.97	\$41.32
20	Paralegal III	\$45.83	\$45.99	\$47.54
21	Attorney I	\$62.75	\$62.97	\$65.09
22	Attorney II	\$85.31	\$85.61	\$88.49
23	Attorney III	\$111.39	\$111.79	\$115.55
24	Labor and Employee Relations Analyst I	\$59.93	\$60.14	\$62.17
25	Labor and Employee Relations Analyst II	\$86.01	\$86.32	\$89.22
26	Analyst I	\$41.60	\$41.74	\$43.15
27	Analyst II	\$49.35	\$49.35	\$51.19
28	Analyst III	\$60.63	\$62.37	\$64.47
29	Research Technician	\$40.89	\$41.04	\$42.42
30	Telecommunications Technician	\$38.07	\$39.17	\$40.48
31	Library Technician	\$29.61	\$29.72	\$30.71
32	Assistant Librarian	\$37.01	\$37.14	\$38.40
33	Editor	\$39.48	\$39.62	\$40.95
34	Graphic Designer	\$36.87	\$37.00	\$38.24
35	Web Content Strategist	\$87.42	\$89.92	\$92.95
36	Facilities Administrator I	\$38.78	\$38.91	\$40.23
37	Facilities Administrator II	\$49.35	\$49.53	\$51.19
38	AV Systems Design Engineer I	\$56.40	\$58.02	\$59.97
39	AV Systems Design	\$75.44	\$77.60	\$80.20

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

<i>No.</i>	<i>Position Title</i>	<i>Rates – Initial Term</i>	<i>Rates – 1st Option Term</i>	<i>Rates – 2nd Option Term</i>
	Engineer II			
40	AV Systems Design Engineer III	\$98.70	\$101.53	\$104.94
41	Analyst IV	\$91.65	\$94.28	\$97.46
42	Systems Technician I	\$32.43	\$33.37	\$34.48
43	Systems Technician II	\$49.35	\$50.77	\$52.47
44	Help Desk Assistant	\$28.20	\$29.01	\$29.99
45	General Maintenance Technician	\$27.50	\$27.59	\$28.53
46	<i>Management Consultant [New]</i>	<i>N/A</i>	<i>N/A</i>	<i>\$142.00</i>

END OF SCHEDULE

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

EXHIBIT D
SCHEDULE 5
BILLING RATES SCHEDULE INCLUDING JBE REFERRAL MARK-UP AND SALARY
RATES
REVISION NO. 2

<i>No.</i>	<i>Position Title</i>	<i>Rates – Initial Term</i>	<i>Rates – 1st Option Term</i>	<i>Rates – 2nd Option Term</i>
1	Administrative Assistant I	\$23.12	\$23.21	\$24.11
2	Administrative Assistant II	\$28.63	\$28.73	\$29.85
3	Administrative Assistant III	\$35.02	\$35.15	\$36.51
4	Administrative Assistant IV	\$41.14	\$41.29	\$42.89
5	Office Clerk I	\$20.40	\$20.48	\$21.28
6	Office Clerk II	\$22.10	\$22.18	\$23.04
7	Office Clerk III	\$26.86	\$26.96	\$28.00
8	Data Entry Technician	\$19.72	\$19.79	\$20.56
9	Accounting Clerk I	\$22.24	\$22.32	\$23.18
10	Accounting Clerk II	\$26.38	\$26.48	\$27.51
11	Accounting Clerk III	\$30.53	\$30.64	\$31.84
12	Accountant I	\$31.28	\$31.40	\$32.62
13	Accountant II	\$34.20	\$34.33	\$35.48
14	Accountant III	\$46.24	\$46.41	\$47.98
15	Contract Specialist I	\$39.89	\$40.04	\$41.39
16	Contract Specialist II	\$41.14	\$41.29	\$42.69
17	Contract Specialist III	\$52.43	\$52.62	\$54.40
18	Paralegal I	\$30.12	\$30.23	\$31.25

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

<i>No.</i>	<i>Position Title</i>	<i>Rates – Initial Term</i>	<i>Rates – 1st Option Term</i>	<i>Rates – 2nd Option Term</i>
19	Paralegal II	\$38.42	\$38.56	\$39.87
20	Paralegal III	\$44.20	\$44.36	\$45.87
21	Attorney I	\$60.52	\$60.74	\$62.80
22	Attorney II	\$82.28	\$82.58	\$85.38
23	Attorney III	\$107.44	\$107.84	\$111.48
24	Labor and Employee Relations Analyst I	\$57.80	\$58.01	\$59.98
25	Labor and Employee Relations Analyst II	\$82.96	\$83.27	\$86.08
26	Analyst I	\$40.12	\$40.27	\$41.63
27	Analyst II	\$47.60	\$47.78	\$49.39
28	Analyst III	\$58.48	\$60.17	\$62.20
29	Research Technician	\$39.44	\$39.59	\$40.92
30	Telecommunications Technician	\$36.72	\$37.78	\$39.06
31	Library Technician	\$28.56	\$28.67	\$29.63
32	Assistant Librarian	\$35.70	\$35.83	\$37.04
33	Editor	\$38.08	\$38.22	\$39.51
34	Graphic Designer	\$35.56	\$35.69	\$36.89
35	Web Content Strategist	\$84.32	\$86.75	\$89.68
36	Facilities Administrator I	\$37.40	\$37.54	\$38.81
37	Facilities Administrator II	\$47.60	\$47.78	\$49.39
38	AV Systems Design Engineer I	\$54.40	\$55.97	\$57.86
39	AV Systems Design	\$72.76	\$74.86	\$77.38

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

<i>No.</i>	<i>Position Title</i>	<i>Rates – Initial Term</i>	<i>Rates – 1st Option Term</i>	<i>Rates – 2nd Option Term</i>
	Engineer II			
40	AV Systems Design Engineer III	\$95.20	\$97.94	\$102.24
41	Analyst IV	\$88.40	\$90.95	\$94.02
42	Systems Technician I	\$31.28	\$32.19	\$33.26
43	Systems Technician II	\$47.60	\$48.98	\$50.62
44	Help Desk Assistant	\$27.20	\$27.98	\$28.93
45	General Maintenance Technician	\$26.52	\$26.62	\$27.52
46	<i>Management Consultant [New]</i>	<i>N/A</i>	<i>N/A</i>	<i>\$137.00</i>

END OF SCHEDULE

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

**EXHIBIT F
CLASSIFICATIONS
REVISION NO. 2**

CLASSIFICATION TITLE	MINIMUM QUALIFICATIONS (MQs)	DESCRIPTION
Administrative Assistant I	High School Diploma and 1 year of experience in an administrative support role.	<p>Examples of Duties</p> <ul style="list-style-type: none"> • Perform basic administrative functions and receptionist work such as typing, data entry, photocopying, collating, drafting memos, operating multi-line phone systems and providing exceptional customer service. <p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Experience with Microsoft Word and Outlook. • Ability to demonstrate organizational, interpersonal and professional skills. • Ability to determine the nature of situations, act resourcefully and quickly to resolve issues.
Administrative Assistant II	Associate's Degree and 1-2 years of experience in an administrative role.	<p>Examples of Duties (Includes duties detailed as Administrative Assistant I)</p> <ul style="list-style-type: none"> • Perform mid-level support such as prepare memos, coordinate schedules, order supplies, and provide support for various projects or programs as requested. <p>Knowledge, Skills and Abilities (Includes knowledge, skills and abilities detailed as Administrative Assistant I)</p> <ul style="list-style-type: none"> • Intermediate knowledge of Microsoft Office • Ability to exercise significant independence performing a broad variety of administrative support duties. • Experience in supporting a mid-to large-sized office environment.

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

CLASSIFICATION TITLE	MINIMUM QUALIFICATIONS (MQs)	DESCRIPTION
Administrative Assistant III	Bachelor's Degree and 2-4 years of experience, preferably in the public sector in an administrative role.	<p>Examples of Duties (Includes duties detailed as Administrative Assistant I and II)</p> <ul style="list-style-type: none"> • Provide mid- to high-level administrative support and coordination for projects and programs, transcribe correspondence, coordinate travel plans, research, interpret and prepare data for statistical studies and reports. <p>Knowledge, Skills and Abilities (Includes knowledge, skills and abilities detailed as Administrative Assistant II)</p> <ul style="list-style-type: none"> • Advanced knowledge of Microsoft Office including: mail merge, formulas, and the creation of basic charts and forms. • Ability to work independently with minimal direction. • Experience in managing various time-sensitive projects. • Ability to demonstrate effective communication and written skills at various levels. • Effective organization and time management skills. • Experience setting up and coordinating travel plans.
Administrative Assistant IV	Bachelor's Degree and 4-6 years of experience, preferably in the public sector in an administrative role.	<p>Examples of Duties (Includes duties detailed as Administrative Assistant I-III)</p> <ul style="list-style-type: none"> • Provide executive-level administrative support including handling sensitive/confidential information, coordinate detailed travel plans, review and finalize reports, oversee and coordinate various projects and programs, analyze administrative reports and act as a liaison for executives to communicate agency-wide

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

CLASSIFICATION TITLE	MINIMUM QUALIFICATIONS (MQs)	DESCRIPTION
		<p>information.</p> <p>Knowledge, Skills and Abilities (Includes knowledge, skills and abilities detailed as Administrative Assistant III)</p> <ul style="list-style-type: none"> • Advanced knowledge of Microsoft Office including: mail merge, formulas, and the creation of basic charts and forms. • Ability to execute daily responsibilities and duties based on organizational structure and protocol. • Experience in supporting high-level executives. • Experience in making and coordinating detailed travel plans. • Ability to oversee high-level projects and programs with minimal direction.
Office Clerk	<p>High School Diploma AND:</p> <p>I: 1 year of experience in an administrative support role.</p> <p>II: 2-4 years of experience in an administrative support role.</p> <p>III: 4-6 years of experience in an administrative support role.</p>	<p>Examples of Duties</p> <ul style="list-style-type: none"> • Provide basic clerical support such as typing, answering phones, sorting and distributing mail, making photocopies, collating material, stuffing envelopes, file sorting, data entry, word processing, operating, troubleshooting and maintaining basic office equipment, and distributing and maintaining records. <p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Ability to display organizational, interpersonal and professional skills • Ability to communicate effectively and work independently with minimal supervision. • Experience operating office and

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

CLASSIFICATION TITLE	MINIMUM QUALIFICATIONS (MQs)	DESCRIPTION
		<p>mail equipment (includes but not limited to: photocopiers, paper shredders, stamp machines, etc.).</p> <ul style="list-style-type: none"> • Ability to proofread and maintain accurate records of work performed.
Data Entry Technician	High School Diploma and 1 year of experience in an administrative role.	<p>Examples of Duties</p> <ul style="list-style-type: none"> • Perform basic data-entry duties including typing, 10-key, transcribing correspondence, organize files and records, input documents completely, legibly and accurately and identify and request corrections, if needed. <p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Ability to communicate effectively and recommend solutions where issues arise. • Possess great attention to detail and accurateness. • Experience working with limited supervision.
Accounting Clerk I	Associate's Degree and 1 year of clerical experience in the area(s) of administration, procurement and/or accounting.	<p>Examples of Duties</p> <ul style="list-style-type: none"> • Perform basic clerical and administrative duties such as recording and distributing incoming mail, verifying invoices and documents for arithmetic accuracy, screening calls and routing as appropriate, posting transactions and reconciling ledgers and accounting records to the system. <p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Basic working knowledge of specified computer applications such as MS Word, Excel, Access, etc. • Knowledge of Business

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

CLASSIFICATION TITLE	MINIMUM QUALIFICATIONS (MQs)	DESCRIPTION
		<p>Arithmetic.</p> <ul style="list-style-type: none"> Basic practices of reviewing documents for completeness and accuracy.
Accounting Clerk II	Associate's Degree and 2 years of clerical experience in the area(s) of administration, procurement and/or accounting.	<p>Examples of Duties (Includes duties detailed as Accounting Clerk I)</p> <ul style="list-style-type: none"> Perform basic administrative duties including preparing account systems documents (e.g. vouchers, encumbrances, warrants, checks, etc.) for approval and distribution. Verify data/information on accounting documents, filing and retrieval of accounting/financial documents in system. Perform physical inventories of materials and equipment and maintains current vendor and product price listings. <p>Knowledge, Skills and Abilities (Includes knowledge, skills and abilities detailed as Accounting Clerk I)</p> <ul style="list-style-type: none"> Knowledge of accounting, terminology, practices and account coding methodology. Experience with accounting internal control practices. Ability to make accurate arithmetic calculations.
Accounting Clerk III	Associate's Degree and 3 years of clerical experience in the area(s) of administration, procurement and/or accounting.	<p>Examples of Duties (Includes duties detailed as Accounting Clerk I & II)</p> <ul style="list-style-type: none"> Administer accounting duties including preparing reports on the current and contemplated use of supplies for various operating units. Review supply requests for completeness, accuracy, cost effectiveness and adherence to standards, codes, policies and

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

CLASSIFICATION TITLE	MINIMUM QUALIFICATIONS (MQs)	DESCRIPTION
		<p>procedures.</p> <ul style="list-style-type: none"> • Prepare accounting systems documents (e.g. vouchers, encumbrances, warrants, checks, etc.) for approval and distribution. <p>Knowledge, Skills and Abilities (Includes knowledge, skills and abilities detailed as Accounting Clerk I & II)</p> <ul style="list-style-type: none"> • Experience reviewing and preparation of reports independently. • Ability to perform more difficult and complex work requiring specialized expertise (than Accounting Clerks I and II).
Accountant I	Bachelor's Degree, preferably with major course work in accounting and 1-3 years of experience.	<p>Examples of Duties</p> <ul style="list-style-type: none"> • Perform general accounting procedures including maintaining accurate financial records and accurate, timely financial reports, maintaining consistent cash flow analyses for judicial branch entities including grant related funding. • Review incoming and outgoing contracts for financial, internal control, and regulatory compliance and signs off as the accounting officer. • Conduct site review of grantee and court record keeping procedures. • Analyze and review financial related legislation and expenditure reports and drafts necessary to issue papers and recommendations. <p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Knowledge of principles,

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

CLASSIFICATION TITLE	MINIMUM QUALIFICATIONS (MQs)	DESCRIPTION
Accountant II	Bachelor's Degree, preferably with major course work in accounting and 4-6 years of experience.	<p>practices, and applications of general, fund, and governmental accounting.</p> <ul style="list-style-type: none"> • Knowledge of principles and practices of auditing, reviewing financial documents, budget administration, financial data collection, control and grant preparation. • Ability to interpret, explain, and apply requirements, rules and regulations related to various funding sources. • Ability to review and audit financial documents for completeness and accuracy. • Ability to generate and reconcile financial reports using an automated financial system.
Accountant III	Bachelor's Degree, preferably with major course work in accounting and 6+ years of experience.	<p>Examples of Duties (Includes duties detailed as Accountant I and II)</p> <ul style="list-style-type: none"> • Advanced level of accountant duties including preparing reports and presentations regarding findings, conducting special studies and reviews as assigned. • Provide backup operational assistance as needed, reviewing and approving month-end reconciliations. • Oversee fixed asset accounting operations and grant accounting. <p>Knowledge, Skills and Abilities Includes knowledge, skills and abilities detailed as Accountant I and II)</p> <ul style="list-style-type: none"> • Ability to review and audit financial documents for

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

CLASSIFICATION TITLE	MINIMUM QUALIFICATIONS (MQs)	DESCRIPTION
		<p>completeness and accuracy.</p> <ul style="list-style-type: none"> • Ability to review, post and balance financial data. • Ability to generate and reconcile financial reports using an automated financial system.
Contract Specialist I	Bachelor's Degree with major course work in business administration or a closely related field and 1-3 years of relevant experience.	<p>Examples of Duties</p> <ul style="list-style-type: none"> • Perform contracting duties including developing and preparing Request for Proposals (RFP), Request for Information (RFI), and complicated bid documents. • Provide training to staff and courts in evaluation techniques for RFPs, RFIs, and bid documents. • Facilitate bidders' conferences, negotiating price, terms, and conditions with vendors. • Provide training to branch staff on negotiation techniques, drafting contracts. • Develop general, special, and technical provisions in contracts to ensure maximum competition. <p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Knowledge of principles and practices of acquisition planning, development, and implementation. • Knowledge on contract administration and termination techniques. • Ability to conduct price/cost analysis.
Contract Specialist II	Bachelor's Degree with major course work in business administration or a closely related field and 4-6 years of relevant	

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

CLASSIFICATION TITLE	MINIMUM QUALIFICATIONS (MQs)	DESCRIPTION
	experience.	
Contract Specialist III	Bachelor's Degree with major course work in business administration or a closely related field and 6+ years of relevant experience.	<p>Examples of Duties (Includes duties detailed as Contract Specialist I and II)</p> <ul style="list-style-type: none"> • Perform high level contract consultation including making policy recommendations on contracting matters. • Serve as an expert resource for the branch on policies and procedures related to procurement and contracting. <p>Knowledge, Skills and Abilities (Includes knowledge, skills and abilities detailed as Contract Specialist I and II)</p> <ul style="list-style-type: none"> • Knowledge of laws, regulations and rules associated with contract development, administration and termination. • Knowledge of contract types, methods and techniques including cost and incentive contracting, award fee, cost-sharing arrangements, processing of unsolicited proposals and multiple awards.
Paralegal	<p>I: 1-3 years of paralegal experience involving complex litigation.</p> <p>II: 4-6 years of paralegal experience involving complex litigation and a paralegal certificate from an accredited institution.</p> <p>III: 6+ years of paralegal experience involving complex litigation and a paralegal certificate from an accredited institution.</p>	<p>Examples of Duties</p> <ul style="list-style-type: none"> • Perform duties associated with paralegal support including working closely with attorneys to gather documentation and supporting information, summarizing court and legal records, maintaining case files and database information, generating indexes, retrieving supporting information and assembling background information and performing legal research, including use of computer assisted legal research systems.

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

CLASSIFICATION TITLE	MINIMUM QUALIFICATIONS (MQs)	DESCRIPTION
		<p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Ability to research and analyze information. • Experience drafting legal documents. • Ability to perform legal research on Lexis/Nexis library databases. • Possess summarization, discovery, and indexing skills. • Intermediate working knowledge of specified computer applications such as: MS Word, Excel, PowerPoint, Email, Internet, Calendar software.
Attorney	<p>Admission to the State Bar of California AND:</p> <p>I: 2-4 years relevant post-bar experience in a legal setting, such as a private law practice, corporation, government agency, law school, court or legal publishing company.</p> <p>II: 4-6 years relevant post-bar experience in a legal setting, such as a private law practice, corporation, government agency, law school, court or legal publishing company.</p> <p>III: 6+ years relevant post-bar experience in a legal setting, such as a private law practice, corporation, government agency, law school, court or legal publishing company.</p>	<p>Examples of Duties</p> <ul style="list-style-type: none"> • Support and perform legal services including consulting with other attorneys and/or professional staff regarding legal issues, serving on committees as required and conducting special legal research and assignments when requested. <p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Experience in analysis and drafting of legal and policy memoranda. • Experience and involvement in legal publishing, legislation or contracts. • Experience providing legal or judicial education. • Experience staffing committees.

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

CLASSIFICATION TITLE	MINIMUM QUALIFICATIONS (MQs)	DESCRIPTION
Labor and Employee Relations Analyst I	Bachelor's degree and minimum of 4 years professional experience in a labor and employee relations position as an analyst or in a supervisory role.	<p>Examples of Duties</p> <ul style="list-style-type: none"> • Provide expertise and serve as spokesperson for the court in labor negotiations and during collective bargaining. • Serve as an investigator of formal and informal claims of discrimination and drafts responses. • Analyze and prepare legal memoranda and issues papers, legal opinions, and other legal memoranda. Participate in the development of judicial branch employment policies. <p>Knowledge, Skills and Abilities: Both levels of Labor and Employee Relations Analysts must possess the following:</p> <ul style="list-style-type: none"> • Working knowledge of collective bargaining process in the public and/or private sectors. • Knowledge of negotiation principles including negotiations preparation, trust building, effective listening and understanding settlement ranges. • Experience resolving disputes and investigatory skills. • Knowledge of best alternatives to a negotiated agreement (e.g., impasse procedures). • Knowledge of grievance and arbitration procedures.

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

CLASSIFICATION TITLE	MINIMUM QUALIFICATIONS (MQs)	DESCRIPTION
Labor and Employee Relations Analyst II	Active membership in the State Bar of California and a minimum of 4 years of relevant post-bar experience either in a legal setting such as private law practice, corporation or government agency performing employee relations investigations.	<ul style="list-style-type: none"> • Ability to interpret and apply labor laws and provisions of memoranda of understanding. <p>Examples of Duties</p> <ul style="list-style-type: none"> • Provide expertise and serve as spokesperson for the court in labor negotiations and during collective bargaining. • Serve as an investigator of formal and informal claims of discrimination and drafting responses. • Analyze and prepare legal memoranda and issues papers, legal opinions, and other legal memoranda. Participate in the development of judicial branch employment policies. • Assist with contract language development and development of a strong labor-management team. • Conducts research and drafts initial responses to Public Employment Relations Board charges, grievances and Dept. of Fair Employment & Housing claims. <p>Knowledge, Skills and Abilities (Includes knowledge, skills and abilities detailed as a Labor and Employee Relations Analyst I):</p> <ul style="list-style-type: none"> • Analysis and drafting of legal and policy memoranda. • Collective bargaining principles, including recognition of exclusive bargaining representatives, management rights, scope of bargaining, and unfair labor practices. • Responding to complaints and grievances. • Investigation techniques and

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

CLASSIFICATION TITLE	MINIMUM QUALIFICATIONS (MQs)	DESCRIPTION
		<p>process.</p> <ul style="list-style-type: none"> Research of legal issues.
Analyst	<p>Bachelor's Degree AND:</p> <p>I: 1 year of experience in an analyst role in the specified functional area.</p> <p>II: 2-4 years of experience in an analyst role in the specified functional area.</p>	<p>Examples of Duties</p> <ul style="list-style-type: none"> Perform analytical work and support relating to compiling data, distributing surveys, researching various topics and summarizing results, drafting memos, reports and other documents, testing systems, evaluating and developing work systems, compiling and projecting cost of programs, present findings and recommending solutions. <p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> Demonstrate knowledge of principles and practices of specified field. Ability to display organizational, interpersonal and professional skills. Ability to interpret, explain and apply requirements, rules and regulations related to issues in the assigned program area. Display knowledge of the quantitative and qualitative analysis of data.
Analyst III	<p>Bachelor's Degree AND:</p> <p>III: 4-6 years of experience in an analyst role in the specified functional area.</p> <p>IV: 6+ years of experience in an analyst role in the specified functional area.</p>	<p>Examples of Duties (Includes duties detailed as Analyst I and II)</p> <ul style="list-style-type: none"> Perform high level analytical work including modifying existing programs, writing new programs and evaluating alternative methods for solving specified problems. <p>Knowledge, Skills and Abilities</p>

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

CLASSIFICATION TITLE	MINIMUM QUALIFICATIONS (MQs)	DESCRIPTION
		<p>(Includes knowledge, skills, and abilities detailed as Analyst I and II)</p> <ul style="list-style-type: none"> • Ability to review, analyze and recommend to management organizational policy and procedures for agency operations. • Ability to participate in the development of new or revised programs, systems and procedures and methods of operation and monitor the effectiveness and results of new initiatives.
Research Technician	Bachelor's Degree in Public Administration or Communication and 1-2 years of relevant experience.	<p>Examples of Duties</p> <ul style="list-style-type: none"> • Provide a variety of research services such as conduct qualitative and quantitative research and planning activities related to judicial management, develop sample and analysis plans for research, design and manage databases, draft reports and summaries, and write and respond to requests for proposals. <p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Knowledge of substantive and procedural legal principles and applications. • Experience in legal research methods and principles of administrative and constitutional law.
Telecommunications Technician	Associate's Degree and a minimum of 3 years of relevant experience.	<p>Examples of Duties</p> <ul style="list-style-type: none"> • Provide assistance with new phone line requests, existing phone line verifications, changes, and moves. • Build call trees, unit lines for offices, new conference line requests. • Provide maintenance on Voice

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

CLASSIFICATION TITLE	MINIMUM QUALIFICATIONS (MQs)	DESCRIPTION
		<p>Services.</p> <ul style="list-style-type: none"> • Conduct bill reconciliations and call detail reporting. <p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Experience managing and maintaining telephone systems and coordinating telecommunication activities both at a technical and administrative level. • Knowledge of voice over IP systems. • Knowledge of contract management practices. • Experience applying cost management and cost-effectiveness techniques. • Ability to analyze and monitor project budgets and implement cost controls.
Library Technician	Associate's Degree with coursework in library technology and 1-2 years of relevant experience.	<p>Examples of Duties</p> <ul style="list-style-type: none"> • Provide assistance in the circulation of library materials including coordinating library acquisition activity, processing and tracking books and materials, and cataloging library materials and records manually and electronically. <p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Knowledge of basic principles and practices of library classification, cataloging, research, and reference work. • Knowledge of practices and procedures of the operation of a research library and use of standard library resources.
Assistant Librarian	Master's Degree in Library	Examples of Duties

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

CLASSIFICATION TITLE	MINIMUM QUALIFICATIONS (MQs)	DESCRIPTION
	Science from an Accredited institution and 2-4 years experience of a similar capacity.	<ul style="list-style-type: none"> • Provide assistance with duties and operations of a research library including developing procedures and policies associated with the research library and preparing a variety of effective written materials related to communicating and training of library usage. <p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Ability to participate in developing and implementing goals, objectives, policies, procedures and work standards associated with operating a research library. • Ability to instruct, train and assist staff, including analysts, attorneys, externs and other staff members in library usage. • Experience in performing intermediate-level legal and public policy reference and research.
Editor	Bachelor's Degree in Public Administration or Communications and 1-2 years experience of a similar capacity.	<p>Examples of Duties</p> <ul style="list-style-type: none"> • Perform editorial duties related to coordinating production and editing assigned written materials, reports and publications, conforming to editorial conventions, providing technical advice to users and suggest recommendations to copy rewrites and write marketing copy for publications. <p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Knowledge of established editorial conventions and procedures • Experience with basic publishing

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

CLASSIFICATION TITLE	MINIMUM QUALIFICATIONS (MQs)	DESCRIPTION
		<p>methodology, including typesetting and design software, etc.</p> <ul style="list-style-type: none"> • Knowledge of legal terminology, legal citation style and principles of basic legal research.
Graphic Designer	Associates' Degree in Graphic Design or Web Design or closely related field plus 1-2 years experience of a similar capacity.	<p>Examples of Duties</p> <ul style="list-style-type: none"> • Perform specialized design and coding for electronic publishing including designing format of documents, using specialized graphic design software, producing and finalizing graphics and images and coordinate with client and third party vendors to establish design criteria and materials. <p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Advanced proficiency with a variety of design and graphics software, including page layout, illustration, slide presentation and image manipulation applications. • Experience with peripheral equipment, including graphic tablet, scanner, removable storage devices and output devices. • Ability to organize, prioritize, and coordinate multiple work activities and meet critical deadlines with minimal supervision. • Ability to establish and maintain effective working relationships with those contacted in the course of work.
Web Content Strategist	Bachelor's Degree in Information Systems, Computer Science or closely related field and 4-6 years experience of a similar capacity.	<p>Examples of Duties</p> <ul style="list-style-type: none"> • Perform a strategic consultant role supporting the Judicial Council and various state websites. Tasks include web

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

CLASSIFICATION TITLE	MINIMUM QUALIFICATIONS (MQs)	DESCRIPTION
		<p>development, design, programming, testing, traffic management, content production, delivery, software technology concepts and project management.</p> <p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Strong content and user experience skills. • Proven system development and project management experience (from conception to security and maintenance of web content). • Experience in a lead role developing content strategies for the web and contributing to editorial platforms.
<p>Facilities Administrator I</p>	<p>Associates Degree and a minimum of 2 years of experience in facility/building management.</p>	<p>Examples of Duties</p> <ul style="list-style-type: none"> • Perform management of day-to-day facilities and building duties including conferring with Building Management and clients to identify and correct facility problems, assist with renovation of existing space, coordinate moves and relocation of staff, including site readiness, resolve move issues. • Maintains database of office and workstation assignments. • Oversee small building alterations, repairs, and maintenance projects. • Oversee project budgets and control costs. <p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Principals of vendor management. • Knowledge if current practices and materials used to repair buildings and facilities including

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

CLASSIFICATION TITLE	MINIMUM QUALIFICATIONS (MQs)	DESCRIPTION
		<p>the technical aspects of building operations.</p> <ul style="list-style-type: none"> • Experience with facility maintenance. • Experience with project and schedule management. • Knowledge of space analysis and planning techniques. • Ability to manage multiple projects and analyze existing space needs. • Ability to monitor project budgets and implement cost controls.
Facilities Administrator II	Bachelor's Degree and a minimum of 4 years of experience in facility/building management.	<p>Examples of Duties (Includes duties detailed as a Facilities Administrator I)</p> <ul style="list-style-type: none"> • Perform management of facilities and building duties including participating in the development of criteria for prioritization of preventive maintenance and operations activities. • Conduct studies to forecast, evaluate operations and maintenance needs, equipment replacement requirements, staffing requirements, and cost effectiveness of programs, equipment, and procedures. • Acts as unit liaison to Superior Court Executive Officers and County Administrative Officers. • Develops a working knowledge of court-specific administrative priorities and appropriately aligning facilities management resources. <p>Knowledge, Skills and Abilities (Includes knowledge, skills, and abilities detailed as a Facilities Administrator I)</p> <ul style="list-style-type: none"> • Experience in facility operations

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

CLASSIFICATION TITLE	MINIMUM QUALIFICATIONS (MQs)	DESCRIPTION
		<p>and maintenance planning, development and implementation techniques.</p> <ul style="list-style-type: none"> • Knowledge of laws, regulations and standards associated with health and safety, labor compliance, building and government codes. • Experience with contract negotiation and administration. Including understanding contract documents such as specifications, proposals and bids. • Knowledge of emergency response and coordination procedures, policies, standards and processes. • Understand architectural and engineering plans and reports, technical systems and financial analyses.
AV Systems Design Engineer	<p>Bachelor's Degree with course work in audiovisual systems engineering and:</p> <p>I: 2-4 years of relevant experience;</p> <p>II: 4-6 years of relevant experience; and</p> <p>III: 6+ years of relevant experience.</p>	<p>Examples of Duties</p> <ul style="list-style-type: none"> • Analyze, design, integrate, install and support audiovisual systems hardware, software, and technical infrastructure. • Develop, analyze, review, and evaluate audiovisual and low voltage systems solutions; and assist with the development of standards and evaluate capital constructions project for conformance; • Review and comment on schematic plans and specifications prepared by architects and consultants; • Investigate, analyze, and evaluate project cost feasibility; review and prepare reports for cost

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

CLASSIFICATION TITLE	MINIMUM QUALIFICATIONS (MQs)	DESCRIPTION
		<p>estimates, RFP and contract submittals</p> <p>Knowledge, Skills and Abilities: All levels of AV Systems Design Engineer must possess the following:</p> <ul style="list-style-type: none"> • Knowledge of principles of audiovisual and low-voltage technologies design, development, engineering, integration and implementation. • Knowledge of principles of standards development creation and conformance evaluation. • Knowledge of principles of schematic, design, and construction drawing creation and review; and facility design and construction. • Knowledge of principles of budget development, contract and Request for Proposal (RFP) creation and evaluation. • Knowledge of principles of audiovisual and low-voltage systems performance criteria and analysis, methods and mechanisms for testing and problem resolution.
Analyst IV	<p>Bachelor's Degree AND:</p> <p>IV: 6+ years of experience in an analyst role in the specified functional area.</p>	<p>Examples of Duties (Includes duties detailed as Analyst I, II and III)</p> <ul style="list-style-type: none"> • Perform high level analytical work including modifying existing programs, writing new programs and evaluating alternative methods for solving specified problems.

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

CLASSIFICATION TITLE	MINIMUM QUALIFICATIONS (MQs)	DESCRIPTION
		<p>Knowledge, Skills and Abilities (Includes knowledge, skills, and abilities detailed as Analyst I, II and III)</p> <ul style="list-style-type: none"> • Ability to review, analyze and recommend to management organizational policy and procedures for agency operations. • Ability to participate in the development of new or revised programs, systems and procedures and methods of operation and monitor the effectiveness and results of new initiatives.
Systems Technician I	<p>Equivalent to graduation from high school AND:</p> <p>2 years of any combination of formal education in information systems, automated office technology, or a closely related field and/or experience in operating and maintaining automated office systems, including user support.</p>	<p>Examples of Duties:</p> <ul style="list-style-type: none"> • Resolve product support issues with vendors and third-party contractors; • Implement hardware and software as per ISD management's approval; • Ability to transport (and lift) equipment up to 60 pounds. <p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Analyze systems performance and maximize efficiency; • Install, maintain, operate, troubleshoot, and repair personal computers, servers, and related equipment; and • Operate, monitor, and optimize the performance of local area networks.
Systems Technician II	<p>Equivalent to graduation from high school AND:</p>	<p>Examples of Duties (Includes Duties detailed as a Systems Analyst I)</p> <ul style="list-style-type: none"> • Recommend standards for

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

CLASSIFICATION TITLE	MINIMUM QUALIFICATIONS (MQs)	DESCRIPTION
	4+ years of experience.	<p>hardware and software configurations of commercially available software (COTS); and</p> <ul style="list-style-type: none"> • Develop performance and testing criteria for new hardware and software. <p>Knowledge, Skills and Abilities (Includes knowledge, skills, and abilities detailed as a Systems Analyst I):</p> <ul style="list-style-type: none"> • Experience in project management and working with interdepartmental, cross-functional groups and teams; • Advanced oversight and administrative experience in Microsoft server (Server 2003/2007), client operating system (Windows XP/Vista) and Microsoft Outlook / Exchange and Active Directory; • Microsoft certification in Exchange, Operating Systems, and/or Active Directory Services; • Building/imaging of Intel (PC) based servers, laptops and workstations in an enterprise environment; • Experience with migration and application software and hardware rollout, change control and patch updates; • Good knowledge of Network operating systems and understanding of LAN/WAN principles; • Experience and knowledge of FTP, remote access and other terminal emulator software, VMW experience are a plus;

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

CLASSIFICATION TITLE	MINIMUM QUALIFICATIONS (MQs)	DESCRIPTION
		<ul style="list-style-type: none"> • Understanding and experience with Ethernet 100/1000 (gig) baseT LAN/WAN, TCP/IP and Cisco Internetworking; • Storage Area Networks (SAN) and/or Network Attached Storage (NAS) devices and environments; and • Resolve product support issues with vendors and third-party contractors; • Implement hardware and software as per ISD management's approval; • Recommend standards for hardware and software configurations of commercially available software (COTS); and • Develop performance and testing criteria for new hardware and software. • Ability to transport (and lift) equipment up to 60 pounds.
Help Desk Assistant	<p>Equivalent to graduation from High School AND:</p> <p>Minimum of one year experience providing Customer Service/Helpdesk phone technical customer support.</p>	<p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Excellent verbal and written communication skills; • Excellent interpersonal skills and ability to interact with a diverse end user community; • Possess general knowledge of computer hardware, software, and networks and understanding of IT tools; • Fluent in MS Excel, Access, PowerPoint, Word, and Outlook; • Strong analytical abilities including the demonstrated ability to comprehend new information technologies (IT) and solve problems; and

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

CLASSIFICATION TITLE	MINIMUM QUALIFICATIONS (MQs)	DESCRIPTION
		<ul style="list-style-type: none"> • Good organizational skills.
General Maintenance Technician (For Non-Judicial Council Judicial Branch Entities only)	One year of experience performing janitorial and general maintenance work.	<p>Examples of Duties</p> <ul style="list-style-type: none"> • Moves office furniture and furnishings as requested. • Replaces and cleans fluorescent lighting and air conditioning vents. • Performs minor building and equipment repair and maintenance such as painting, checking and cleaning exterior building drains, replacing pads and brushes on cleaning equipment, etc.; assembles furniture and equipment (such as shelving). • Cleans interior items as needed (windows and venetian blinds; vacuums drapes, shampoos carpets, etc). • Cleans offices, chambers, court rooms, conference rooms, libraries, and other occupied space, including dusting, emptying trash cans, sweeping, mopping, vacuuming, scrubbing and waxing floors, and polishing desks, railings, and elevator railings. • Cleans and disinfects restrooms and hallways. • Responds to cleaning requests from staff members and takes appropriate action. <p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Basic office practices and procedures. • Understand and follow oral and written directions.

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

CLASSIFICATION TITLE	MINIMUM QUALIFICATIONS (MQs)	DESCRIPTION
		<ul style="list-style-type: none"> • Safely operate a variety of cleaning equipment and tools. • Lift and move equipment, boxes, furniture, etc. weighing up to 50 pounds. • Comply with health and safety codes. • Methods, chemicals, disinfectant, and other materials used in janitorial work and routine building maintenance. • Safe operation of a variety of cleaning equipment and tools. • Organize own work, set priorities, and meet critical deadlines. • Establish and maintain effective working relationships with those contacted in the course of the work.
Management Consultant [New]	<i>Bachelor's Degree AND:</i> <i>10 years of public sector experience in program or project oversight; providing analysis, research, and advising in the required functional area.</i>	Examples of Duties <i>Incumbents in this assignment perform complex management, administrative, financial, budgetary, and organizational work under the direction of a member of the Judicial Council Executive Team and involve mission-critical confidential and strategic activities, such as:</i> <ul style="list-style-type: none"> • <i>Assist management with organization-wide functions which have responsibility for organization-wide outcomes;</i> • <i>Provide analytical support activities such as research, analysis preparation, data collection and make recommendations or provide subject matter expertise advice to management.</i>

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

CLASSIFICATION TITLE	MINIMUM QUALIFICATIONS (MQs)	DESCRIPTION
		<ul style="list-style-type: none"> • <i>Exercise strategic thinking with organization-wide application and impact;</i> • <i>Review programs responsible for providing policy direction and implementation in support of the strategic objectives of the Executive Office, the Judicial Council, or other judicial branch entities.</i> <p>Knowledge, Skills and Abilities</p> <p>Knowledge of:</p> <ul style="list-style-type: none"> • <i>Principles, practice and methods of assigned function(s) and/or unit(s);</i> • <i>Principles, practice and methods of public and business administration;</i> • <i>Principles, practice and methods of program development and administration;</i> • <i>Principles, practice and methods of budget preparation and administration;</i> • <i>Finance and accounting systems including government finance and budgeting procedures;</i> • <i>Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs related to area of assignment.</i> <p>Skill or Ability in:</p> <ul style="list-style-type: none"> • <i>Applying advanced management principles with critical impact on the organization;</i> • <i>Applying specialized and advanced level knowledge and abilities in the area to which assigned.</i> • <i>Providing effective collaboration;</i> • <i>Exercising business and political</i>

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

CLASSIFICATION TITLE	MINIMUM QUALIFICATIONS (MQs)	DESCRIPTION
		<i>acumen;</i> <ul style="list-style-type: none">• <i>Exercising confidentiality.</i>• <i>Analyzing administrative problems, budgets, programs, systems, and procedures to develop effective and comprehensive solutions;</i>• <i>Conducting thorough administrative and financial analyses and develop effective recommendations.</i>

END OF EXHIBIT

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

The following list includes provisions incorporated into Exhibit B SPECIAL PROVISIONS; paragraph PP, Travel Expense(s):

[Revised]

PP. **“Travel Expense(s)”** shall mean necessary transportation, meals, lodging, and other travel related expenses, which are required of the Assigned Personnel to perform the work of an Assignment set forth in an Order, and which must be pre-approved in writing by the Reports To, prior to incurring such an expense. Travel Expense, for overnight travel, must be in accordance with the California Victim Compensation and Government Claims Board (formerly State Board of Control) guidelines as follows:

1) **For the Period June 24, 2013 through June 23, 2015:**

(i) Meals shall be reimbursed at the actual cost not to exceed:

\$6.00 per Day for breakfast;
\$10.00 per Day for lunch;
\$18.00 per Day for dinner; and
\$6.00 per Day for incidentals; and

(ii) Hotel room rentals shall be reimbursed for the actual cost not to exceed:
\$110.00 per Day, plus tax and energy surcharge when applicable, or
\$140.00 per Day, plus tax and energy surcharge when applicable, in
the counties of Alameda, San Francisco, San Mateo, and Santa
Clara.

(iii) Additionally, Travel Expenses may also include necessary ground transportation, including the actual cost of public transportation and/or a rental car. The Participating JBE will reimburse Travel Expenses ground transportation usage at the applicable IRS-approved rate per mile.

2) **For the Period Commencing June 24, 2015: *[New]***

(i) Meals shall be reimbursed at the actual cost not to exceed:

\$8.00 per Day for breakfast;
\$12.00 per Day for lunch;
\$20.00 per Day for dinner; and
\$6.00 per Day for incidentals; and

(ii) Hotel room rentals shall be reimbursed at actual cost. Lodging costs may not exceed per person per day:

\$150.00 in San Francisco county, plus tax and energy surcharge;
\$125.00 in Monterey and San Diego counties, plus tax and energy surcharge;
\$120.00 in Los Angeles, Orange and Ventura counties, plus tax and energy surcharge;

Judicial Council of California
Amendment No. 3 to Master Agreement No. 1027013
with TemPositions, Inc. dba The TemPositions Group of Companies

\$140.00 in Alameda, San Mateo, and Santa Clara counties, plus tax and energy surcharge; or

\$110.00 in all other California counties, plus tax and energy surcharge.

(iii) Additionally, Travel Expenses may also include necessary ground transportation, including the actual cost of public transportation and/or a rental car. The Participating JBE will reimburse Travel Expenses ground transportation usage at the applicable IRS-approved rate per mile.

END OF LIST